



## Library Service Changes January 2008

### What is happening at the Library in January?

The Library will begin preparations for the work that will be done during the February closure period. For example, the existing checking in and sorting area must be prepared for the new Automated Materials Handling system (AMH). The book drops on the wall on the outside of the building and inside the Library will be eliminated as part of the demolition and preparation for installing the new return units. Library staff will be temporarily relocated as will the checking in of materials and some related functions. **The Library will remain open regular hours in January. (M-Th 10-9; F & Sa 10-6; Su 1-5)**

### What does this mean for checking materials in and out?

Library materials may be returned in the following locations:

- Inside the Library at the circulation desk or in the large black bin in the Lobby, or
- In the drive-up return in the Franklin St. parking lot, or
- Through the return slot in the front door (Franklin St.) when the Library is closed.

Library materials will still be checked out primarily using the self-check machines in the Lobby and Children's area or at the circulation counter in the Lobby. Link+ materials will be checked out and in at the Circulation desk as usual.

### What other changes are happening?

The most important other change starts January 6, 2008 when the loan period for items normally checked out for 4 weeks will be changed to 8 weeks. Materials can also be renewed if there are no requests.

- **There is no extended loan period for items checked out for one week.**
- **See the calendar on the reverse side of this page for detailed information about due dates.**

### Will other Library services and programs be changing?

During January most Library programs and services will not be affected. For example, Children's story times will continue as scheduled and all books, computers and resources in the Library building will be accessible. The Mobile Library Vehicle will be moved at night so access to materials on the vehicle will be delayed by up to 24 hours.

### What should I do to prepare for the changes and the closure in February?

There are some things customers can do to help with the transition period in January and the closure in February:

- Check out as many library books as you can reasonably read/use and note the return date in March.
- Freeze your holds if you will not be able to pick the items up during the limited operating hours in February (Mon. Tues. Thurs. and Sat. afternoons from 1:30-5:30 p.m.)
- Use the online services for renewals, checking your Library account, etc.

### What else do I need to know?

**The Library will close at 6 p.m. on Saturday, February 2, 2008 and plans to reopen at 10 a.m. on Monday, March 3, 2008.** During the four week closure, major changes will be made to improve service to customers and complete building maintenance and improvements.

### Where Can I Get More Information?

The Library's web page and blog have detailed and updated information posted regularly. Information will also be available in the local paper and on bookmarks and flyers in the Library. Recorded information and staff assistance are available by calling 650 903 6337. You may also send your question or comment to the Library at [library@mountainview.gov](mailto:library@mountainview.gov).

12/11/08

**Books, audio materials and CD ROM's will have an extended loan period of 8 weeks starting January 6, 2008.**

| Check out date |       | New due-date |     |
|----------------|-------|--------------|-----|
| 1/6/08         | Sun   | 3/3/08       | Mon |
| 1/7/08         | Mon   | 3/3/08       | Mon |
| 1/8/08         | Tue   | 3/4/08       | Tue |
| 1/9/08         | Wed   | 3/5/08       | Wed |
| 1/10/08        | Thu   | 3/6/08       | Thu |
| 1/11/08        | Fri   | 3/7/08       | Fri |
| 1/12/08        | Sat   | 3/8/08       | Sat |
| 1/13/08        | Sun   | 3/9/08       | Sun |
| 1/14/08        | Mon   | 3/10/08      | Mon |
| 1/15/08        | Tue   | 3/11/08      | Tue |
| 1/16/08        | Wed   | 3/12/08      | Wed |
| 1/17/08        | Thu   | 3/13/08      | Thu |
| 1/18/08        | Fri   | 3/14/08      | Fri |
| 1/19/08        | Sat   | 3/15/08      | Sat |
| 1/20/08        | Sun   | 3/16/08      | Sun |
| 1/21/08        | Mon   | 3/17/08      | Mon |
| 1/22/08        | Tues  | 3/18/08      | Tue |
| 1/23/08        | Wed   | 3/19/08      | Wed |
| 1/24/08        | Thurs | 3/20/08      | Thu |
| 1/25/08        | Fri   | 3/21/08      | Fri |
| 1/26/08        | Sat   | 3/22/08      | Sat |
| 1/27/08        | Sun   | 3/23/08      | Sun |
| 1/28/08        | Mon   | 3/24/08      | Mon |
| 1/29/08        | Tue   | 3/25/08      | Tue |
| 1/30/08        | Wed   | 3/26/08      | Wed |
| 1/31/08        | Thu   | 3/27/08      | Thu |
| 2/1/08         | Fri   | 3/28/08      | Fri |
| 2/2/08         | Sat   | 3/29/08      | Sat |

**Items checked out for 1 week, DVD's, videos, and periodicals will remain due after one week unless renewed.**

**2/3/08 Library closes for remodel; no service**

**2/4/08 Limited Library Service Hours - M, T, Th, Sa - 1:30-5:30 p.m.  
Library materials can be returned 24 hours/day**

**Resume normal 4 week loan period**

| Check out date |      | New due-date |      |
|----------------|------|--------------|------|
| 2/4/08         | Mon  | 3/3/08       | Mon  |
| 2/5/08         | Tues | 3/4/08       | Tues |
| 2/6/08         | Wed  | 3/5/08       | Wed  |

**3/3/2008 Library reopens**